

New Construction Application Submittal Requirements

April 2004

The following items are necessary for the application package to be deemed *complete* by the Office of Public School Construction (please remember before completing any form to check for the most current version, as older versions will not be accepted):

ELIGIBILITY APPLICATION

If the district has *not* previously submitted an application for new construction eligibility, *all* of the following documents/information are required:

New Construction Baseline Eligibility

► Form SAB 50-01—Enrollment Eligibility

- A copy of the study supporting student yield factors if the district is reporting a yield factor higher than the State yield factor.
- If requesting dwelling units, a separate letter certifying the subdivision maps substantiating the dwelling unit count are on file at the district office.

► Form SAB 50-02—Existing School Building Capacity

- Site diagrams for all schools in district, whether they are district-owned, leased out, or are closed.
- Site summary of each school site in the district that details the gross classroom inventory and an explanation for any classroom excluded pursuant to Regulations Section 1859.32 or an OPSC Site Analysis Worksheet may be used in place of this summary to meet this requirement.
- District facility summary.

► Form SAB 50-03—Eligibility Determination

- Authorized District Representative (if appropriate)
- School Board Resolution

Adjustment/Amendment

► Form SAB 50-01—Enrollment Eligibility

FUNDING APPLICATION

If the district has not previously submitted an application for new construction eligibility, all of the documents/information listed previously are required in addition to those listed below:

► Completed Form SAB 50-04—Application for Funding

- If the district has not updated its California Basic Enrollment Data System (CBEDS) enrollment data, a completed Form "Enrollment Certification/Projection," SAB 50-01 must accompany funding application.
- If the district has not split out classrooms for Special Day Class Pupils, a completed Form "Existing School Building Capacity," SAB 50-02 must accompany funding application. The classrooms reported on the 50-02 must be equal to the total number of classrooms reported on the 50-02 when the district originally established its baseline eligibility, and may not exceed the five-year projection for Special Day Class pupils.

► Complete Set of Final Division of State Architect (DSA) Approved Plans, Specifications and Project Addendum

- Plans, specifications and addendum must be *currently valid* (i.e., approval has not expired) either in hard copy or in AutoCAD format. TIF, JPG or other type of files will not be accepted. Specifications submitted in electronic file and plans submitted in AutoCAD format must include a drawing index of file names corresponding to plan sheets and a photocopy of the DSA-signed stamp from approved plans, specifications and addendum is required.
- If requesting off-site development, local entities' mandates for off-site development work ordinances and a complete set of locally approved final off-site plans are required. Local entities having jurisdiction of areas where the off-site development is proposed must approve the related plans and specifications. As an alternative, the school district may submit a letter signed by the local authority having jurisdiction that the work is required and does not exceed the minimum standard required by local ordinances. The letter must be dated prior to the SFP application submittal date, see Appendix 6 of the *Architect's Submittal Guidelines* for sample letter.
- If requesting additional energy allowance grant, submittal of DSA-approved Energy Compliance Review (form DSA ECR-1) is required.

► Cost Estimate for Site Development

- Cost estimate must reflect 100 percent of the proposed work outlined in Regulations Section 1859.76. Districts are encouraged to use the Site Development Worksheet for Additional Grants available at the OPSC Web site.

► Site Acquisition

- If the application includes site acquisition funding, an appraisal of property to be acquired that is less than six months old and an escrow statement which indicates the agreed upon purchase price of the property unless the district certified the site is being secured through condemnation proceedings. In the case of condemnation, the court order of possession shall be utilized in lieu of the appraisal.

► Final Approval of the Site and Plans from the California Department of Education (CDE)

► Financial Hardship

- If requesting Financial Hardship, a copy of the current Financial Hardship approval.

Modernization Application Submittal Requirements

April 2004

The following items are necessary for the application package to be deemed *complete* by the Office of Public School Construction (please remember before completing any form to check for the most current version, as older versions will not be accepted):

ELIGIBILITY APPLICATION

If the district has *not* previously submitted an application for modernization baseline eligibility, *all* of the following documents/information are required:

Modernization Baseline Eligibility

- ▶ **Form SAB 50-03—Eligibility Determination**
- ▶ **Site Diagram of the School***
 - Option A (number and ages of classrooms)—The diagram must show the number *and* ages of all classrooms in accordance with the Gross Classroom Inventory—Regulations Section 1859.31.
 - Option B (square footage choice)—Site diagram must indicate ages *and* approximate square footage *and/or* dimensions of all buildings on the site.

Adjustment/Amendment

- ▶ **Form SAB 50-03—Eligibility Determination**
 - If the district is requesting an update for new facilities that have come of age, a new site diagram indicating eligible square footage or buildings is necessary.

FUNDING APPLICATION

If the district has not previously submitted an application for modernization eligibility, all of the above documents/information listed above are required in addition to those listed below:

- ▶ **Completed Form SAB 50-04—Application for Funding**
 - If requesting funding for 50-year-old buildings, a site diagram or fire drill map of the applicable school. The diagram/map must show the ages* and number of all classrooms in accordance with the Gross Classroom inventory, Regulation Section 1859.31. If Option B square footage choice is selected, the diagram/map must show the ages* and dimensions or square footage of all buildings on the site.
 - If the district has not split out classrooms for Special Day Class Pupils, a completed Form “Eligibility Determination,” Form SAB 50-03 must accompany the funding application. The classrooms reported on the 50-03 must be equal to the total number of the classrooms reported on the 50-03 when the district originally established its baseline eligibility. The California Basic Education System (CBEDS) enrollment data must also be the same as when the district originally established eligibility.

- If the district wishes to update its eligibility with the latest CBEDS enrollment data, a completed Form “Eligibility Determination,” Form SAB 50-03 must accompany the funding application. If the district is updating for more than one CBEDS period, it must submit a separate form 50-03 for each CBEDS period.
- Final plan approval from the California Department of Education (CDE).
- If requesting funding for an elevator, a letter from the DSA certifying that the elevator(s) are necessary for handicapped/access compliance.
- ▶ **Complete Set of Final Division of State Architect (DSA) Approved Plans, Specifications and Project Addendum**
 - Plans, specifications and addendum must be *currently valid* (i.e., approval has not expired) either in hard copy or in AutoCAD format. TIF, JPG or other type of files will not be accepted. Specifications submitted in electronic file and plans submitted in AutoCAD format must include a drawing index of file names corresponding to plan sheets and a photocopy of the DSA-signed stamp from approved plans, specifications and addendum is required.
 - If requesting additional energy allowance grant, verification of approval from DSA is required.
- ▶ **Funding for 50-Year-Old Buildings Additional Grant for Site Utilities**
 - Cost estimate for utility site development which reflects 100 percent of the proposed work outlined in Regulations Section 1859.78.7 if requesting for this additional grant. Districts are encouraged to use the Site Development Worksheet for Additional Grants (Section C—Utility Service) available at the OPSC Web site.
- ▶ **Detailed Cost Estimate**
 - Provide detailed itemization of quantities and cost that can be verified in the plans.
 - All direct construction costs should be summarized into a cost breakdown summary sheet and to be broken down either by Trade or by CSI Master Format. All indirect construction costs such as general requirements, overhead and profits and fees shall be listed separately.
- ▶ **Financial Hardship**
 - If requesting Financial Hardship, a copy of the current Financial Hardship approval.

* The starting date to determine the age of a classroom is the date the plans were approved by DSA plus 12 months. For purposes of modernization eligibility *only*, the age of the classroom is the date of its previous State modernization apportionment.